



Waitaki

DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI

Notice of Meeting

and

AGENDA

of the

Heritage, Environment and Regulatory Committee

in the

**Council Chamber, Third Floor,
Waitaki District Council Headquarters,
20 Thames Street, Oamaru**

on Tuesday 20 March 2018

COMMITTEE MEMBERSHIP:

Cr Perkins (Chair)
Cr Hopkins (Deputy Chair)
Cr Dawson

Mayor Kircher (ex Officio)
Cr Garvan
Cr Kingan

Heritage, Environment and Regulatory Committee Meeting

Tuesday 20 March 2018

**Council Chamber, Third Floor
Waitaki District Council Headquarters
20 Thames Street, Oamaru**

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Heritage, Environment and Regulatory Committee:

Cr Perkins (Chair)

Cr Hopkins (Deputy Chair)

Cr Dawson

Mayor Kircher (ex Officio)

Cr Garvan

Cr Kingan

Waitaki District Council

Heritage, Environment and Regulatory Committee

**UNCONFIRMED MINUTES of the meeting of the
Heritage, Environment and Regulatory Committee of Waitaki District Council
held in the Council Chamber, Waitaki District Council Headquarters,
20 Thames Street, Oamaru
on Tuesday 13 February 2018 at 9.55am.**

Present	Cr Hugh Perkins (Chair), Cr Jim Hopkins (Deputy), Cr Craig Dawson, Mayor Gary Kircher
Apologies	Cr Peter Garvan, Cr Bill Kingan
In Attendance	Cr Jeremy Holding Cr Guy Percival Cr Melanie Tavendale Cr Jan Wheeler Cr Colin Wollstein Fergus Power (Chief Executive) Paul Hope (Finance and Corporate Development Group Manager) Lisa Baillie (People and Culture Group Manager) Lichelle Guyan (Heritage, Environment and Regulatory Group Manager) Hamish Barrell (Planning Manager) (partial attendance) Ainslee Hooper (Governance and Policy Advisory)

1. Apologies

RESOLVED

HERC 2018/001

Cr Jim Hopkins / Cr Craig Dawson

That the Heritage, Environment and Regulatory Committee accepts an apologies for absence from Cr Peter Garvan and for absence due to attendance on other official business from Cr Bill Kingan.

CARRIED

2. Declarations of Interest

There were no declarations of interest.

3. Confirmation of Meeting Minutes

RESOLVED

HERC 2018/002

Cr Hopkins / Cr Dawson

That the Heritage, Environment and Regulatory Committee confirms meeting minutes of its predecessor – the Community Services Committee – held on 22 November 2017, as circulated, as a true and correct record.

CARRIED

4. District Licensing Committee Activity Report

The purpose of the memorandum, as circulated, was to inform the Committee about the activities of the District Licensing Committee (DLC) for the period 1 July to 31 December 2017.

RESOLVED

HERC 2018/003

Cr Jim Hopkins / Cr Craig Dawson

That the Heritage, Environment and Regulatory Committee receives and notes the information.

CARRIED

5. Heritage, Environment and Regulatory Group Activity Report for the period 9 November 2017 to 22 January 2018

That the Heritage, Environment and Regulatory Committee receives and notes the information.

Mrs Guyan noted that there was plenty of activity occurring in the Regulatory area. Officers were fielding a lot of enquiries, especially from new people coming into town.

There was discussion on the following topics:

- Stats NZ working group – **Request for Action:** That Helen Algar be invited to speak to the Committee regarding the work of the Stats NZ working group (**ACTION: Mrs Guyan**)

The high level of growth in building consents

The main reason that people were failing inspections under the Building (Pools) Amendment Act was the lack of adequate fencing which had a number of parameters (eg location, minimum widths between uprights etc).

Education was starting to have a positive impact on the quantity of and officer time spent on dealing with freedom camping infringements

Cr Dawson left the meeting at 10.16 and returned at 10.17am.

RESOLVED

HERC 2018/004

Cr Craig Dawson / Cr Jim Hopkins

That the Heritage, Environment and Regulatory Committee receives and notes the information.

CARRIED

There being no further business, the Chairman declared the meeting closed at 10.20am.

To be confirmed on the 20th day of March 2018 in the Council Chamber, Waitaki District Headquarters, 20 Thames Street, Oamaru.

Chairman

Heritage, Environment and Regulatory Committee Memorandum

From Heritage, Environment and Regulatory Group Manager

Date 20 March 2018

Heritage, Environment and Regulatory Group Activity Report for the period 23 January to 5 March 2018

Recommendation

That the Heritage, Environment and Regulatory Committee receives and notes the information.

Purpose

The purpose of this memorandum is to inform the Committee about the activities of the Heritage, Environment and Regulatory Group during the reporting period.

1. Heritage, Environment and Regulatory Group General

1.1. Vacancies

- Compliance Officer – Interviews were held in February and an offer has been made to the successful applicant. This vacancy has arisen as a result of internal promotion.

2. Community Safety and Development

Safer Waitaki Project

All activity is reported against the projects' three strategic outcomes.

The first Safer Waitaki Management meeting was held on 22 February. Opportunities discussed included:

Surveys and Data, Cosy Homes initiative, Cultural Awareness, Community education (health & wellbeing i.e. holding a Good Living Conditions seminar in Waitaki).

Upcoming events:

- **FREE** Clued up Families Expo 10 March 12 noon – 4pm at Waitaki Recreation Centre. Excellent uptake with 40 stall holders registered.
- **FREE** Men's Hui Moeraki Marae 16 – 18 March, registrations have come from Otago, Christchurch and North Island. There are still 10 places available.

2.1. Strategic Outcome 01 - Reduction of harm related to alcohol, drugs and violence

2.1.1 Alcohol and Drug Coalition

The group met on 27 February. The current focus is on 'Game On Club Culture and Pride'. Game rollout began with a successful delivery to Maheno Rugby and Netball Clubs on Monday 27 February. This initiative is being coordinated in collaboration with Council, Safer Waitaki, Public Health South, and Sport Waitaki. Presenters are local and cover topics of Nutrition, Injury Prevention, Mental Game and Club Culture and Pride. We have received funding from the Health Promotion Agency (HPA) for this programme. The aim is to deliver this initiative to all rugby clubs including women's rugby.

2.1.2 Family Violence Prevention

The group met 13 February with a Presentation by Shane Whitfield of Oranga Tamariki workforce development team. Topic was Information Sharing and Integrated Working. The meeting was attended by 10 organisations.

2.2. Strategic Outcome 02 - Increased social engagement of the under 25 and over 65s

2.2.1 Under 25

The Safer Waitaki Family Whanau working group has had a positive start to the year with Suzie Flack from Tumaioa stepping up to the role of Chairperson. There were 14

members in attendance. The Terms of Reference and work plan for the year were discussed. SKIP contract has been renegotiated for a further 12 months which allows the group to build on the sterling work done by the coordinator to date. This includes the Clued Up Families collaborative initiative.



2.2.2 Over 65

The group met on 20 February with 13 attendees. It is now chaired by Stephanie Leith from Presbyterian Support Otago. Business included:

- Rebranding of group from Older Persons Group to 'Positive Ageing Working Group'
- Workshop: Review of the Safer Waitaki Terms of Reference and development of group specific Terms of Reference.
- October date set for Clued Up Supers Expo
- Census participation discussion/actions

2.3. Strategic Outcome 03 - Environmental change that makes the safe way the easy way

2.3.1 Industry Link

The group met on 22 February with 13 attendees. It focused on businesses identifying their preferred work plan for 2018. Upcoming topics will include:

- Contractor management
- Cultural competency
- ACC initiative programs
- Work Well
- Safe Plus
- Health and Safety and the Law
- Civil Defence Emergency Management/ Business continuity

2.3.2 Road Safety

Cycle Skills event: Waitaki Roadsafes held a successful Cycle Skills event with 53 children participating in the event held on 10 March at Takaro Park. This event is funded by Network Waitaki and support by nine members of the Road Safety group, volunteers from the community and Youth Council, seven Police staff, five local and two from Dunedin. Children came from as far afield as Palmerston, Five Forks, Hampden and Herbert.



2.4. Engagement

Cultural Competency

An officer is working with a provider to enable this training across Council and the community. The provider has facilitated a number of workshops for the wider community including Safer Waitaki Positive Aging, Safer Waitaki Industry link groups, Waitaki Multicultural Council, a primary school, and a provider in the aged care sector. This one-hour workshop is highly engaging and accessible.

Census Process

An officer met with Rick Fehlberg, Field Operations Area Manager – South Canterbury and Dunedin – South Island and local representative Wendy Lamb to further progress identification of what local community-based activities would support a good uptake. This will include:

- Local hubs at Library and Literacy North Otago (computer access and volunteers to support people).
- Waitaki District Council has produced video clips in English, Samoan, Tongan and Tuvaluan which will be shared on social media and also be on a loop at the library.
- Media releases from community, Waitaki District Health Services and Council are to go out. There will be key messaging in these – that is, why it is important, that it is totally confidential, and that people need to bring their letter with the access code when they come for assistance.
- Safer Waitaki Networks are promoting participation in the census through their extensive connections which include the Aged Care sector, Grey Power, Age Concern, Schools, Health Providers, Oamaru Pacific Network and the Multicultural Community.
- Some schools are training students to assist family members and neighbours.
- Multicultural Council and Newcomers Network have collaborated with the library to assist migrants and newcomers with the completion of their forms online.

Mental Health and Addictions

An officer attended the Alliance South Mental Health and Addictions Network Meeting in Dunedin on 28 February. An officer has been appointed Deputy Chairperson for this regional group.

3. Building Services

3.1. Activity and Service Performance

3.1.1 Building Consent Activity

Quarter 3 is forecast to be in line with last year. The first two months of Q3 are similar to previous years at 39 consents each. Year to date 461 consents have been approved (including 83 amendments). 96% were processed within 20 working days with the average at 11 days. The average consent value is \$131,822.

Figure 1 displays consents approved per quarter from 2013/14 to 2017/18. Please note this graph currently includes amendments to consents.

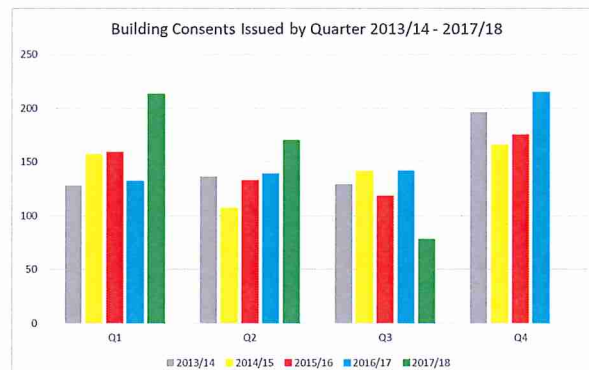


Figure 1: Building Consents as at 28 February 2018

3.1.2 Service Level

For the first time in the past five years, 100% of consents have been processed within 20 working days in two consecutive months, with the average days to process being 10 and 9 respectively for January and February.

Figure 2 demonstrates that the level of improvement in processing timeframes over the past five years and that additional resourcing is assisting officers to achieve a higher level of consistency in processing times.

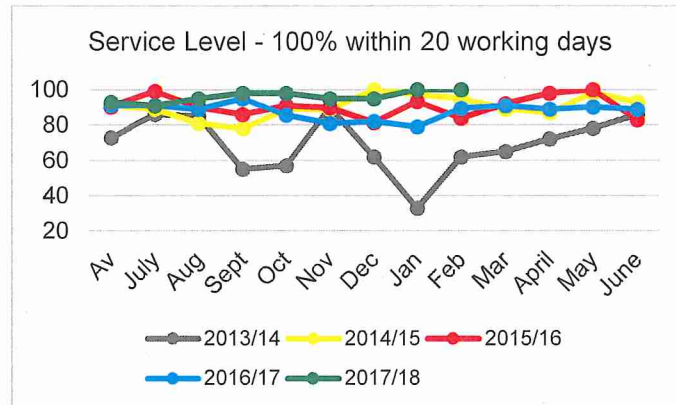


Figure 2: Service Level by month from 2013/14 to 2017/18

3.1.3 Inspections

Inspection volumes are forecast to be slightly lower than last year based on the January and February actual total of 399. The level of public holidays in March results in less working days this period.

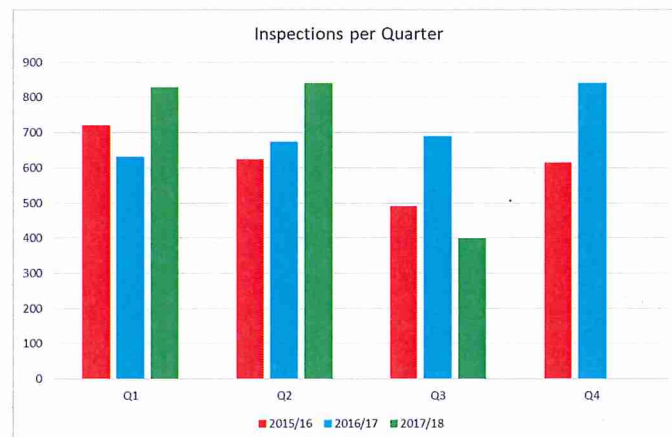


Figure 3: Inspections per Quarter 2015/16 – 2017/18

3.1.3 CRMs

Four CRMs were overdue as at 7 March 2018. Officers have developed a new process to ensure CRMs are managed within the timeframes required.

3.2. Engagement

- LG Equip has scheduled stage 2 of its review of the Building Control Authority (BCA) for 12 – 14 March.
- On 22 – 25 January, an independent audit of Council's BCA Quality Assurance Manual and processes was undertaken. The report has recently been received and all recommendations are being considered.
- Specific Client engagement has been undertaken with Lean Meats and Oamaru Airport.
- The BCA has also been represented at the Southern Building Cluster Group quarterly meeting in Dunedin. This is a forum of Southern South Island BCAs who

meet to discuss and share best practice, training and provide collective feedback and representation to MBIE.

3.3. Policy and Projects

3.3.1 Outstanding Code Compliance Certificate (CCC) Project

The project is in a good position to be completed by the end of the calendar year, with 66% of CCCs completed and a refocused effort to work on the remainder.

3.3.2 Compliance Schedule Project (Building Warrant of Fitness)

This project is to ensure compliance schedules comply with the Building Act 2004. As Building Warrant of Fitness (BWof) expire, officers are working with the property owners to gather all information to meet requirements. The plan has been reviewed as returns are not being completed. A communication plan is being developed, and building owners will be contacted directly to discuss their responsibilities.

3.3.3 Building (Pools) Amendment Act

Due to an internal promotion, there has been no activity this period.

3.3.4 Exemptions under the Building Act

An initial study has been conducted by the Building Team into the feasibility of creating an exemption for Farm Buildings (Pole Sheds) under Schedule 1, Part 1 Section 2 of the Building Act 2004. Such exemptions have been facilitated by some other Authorities. More detailed analysis and scenario testing is required over the next couple of months before any recommendation can be made. No update this month.

3.3.4 Building Fee Review

A workshop with Councillors to discuss fee options is scheduled for 3 April.

4. Environmental Health Services

4.1. Activity and Service Performance

4.1.1 Animal Control

Review of the dog registration process has started and draft letters are being reviewed for the 2018 registration period. Officers are looking to secure a different type of bark collar to offer owners assistance in resolving issues. Collars are provided on a short-term loan basis and can be effective in a quick resolution.

4.1.2 Freedom Camping

Following media interest, in regards to an Australian tourist who was given a Freedom Camping infringement for sleeping rough after his motorcycle had broken down, the motorcyclist was spoken to on the day and the infringement was withdrawn. Council's contractors were contacted in regards to the negative comments received in certain press article comments. The guidance given to them in regards to waking people in the early hours was reaffirmed. The advice is not to wake people unless circumstances exist to make them believe that the person's health is at risk.

4.1.3 CRM Activity

- Six CRM's were overdue as at 6 March 2018. These comprised: Overgrown sections (4), Animal Control Dog Classification appeal (1) and General Bylaw (1). The outstanding CRMs are all in hand and being followed up.
- Officers have been considering how they can improve the CRM process for cross-organisation complaints. This was as a result of feedback from a complainant about the lack of communication throughout the process. A new process has been approved between health, building, water, CCT and enforcement and is currently in pilot to assess if it results in an improved customer service.

4.2. Engagement

- The new Environmental Service Manager has met with key personnel in the health and liquor environment as well as holding initial meetings with Council contract holders for Animal Control, Parking and Freedom Camping.
- Fire and Emergency New Zealand (FENZ) has contacted Council and supplied a survey in regards to new legislated powers for the removal of fire hazards, such as vegetation, which will replace similar powers councils currently have under the Local Government Act from 1 July 2018. Officers are looking forward to working with FENZ to ensure a smooth transition.

4.3. Policy and Projects

4.3.1 Dog Pound Upgrade

At its 6 March 2018 meeting, Council approved the recommendation that the Dog Pound remain in its current location. Officers are finalising concept plans so that estimated costs can be confirmed.

4.3.2 Hearing Committee Process (Dogs)

A report is being prepared for discussion with the Hearings Committee in relation to this process. A workshop is scheduled for 24 April.

4.3.3 Alcohol Strategy

A workshop is scheduled for 17 April to update elected members on findings to date and options to progress this work.

5. Heritage and Planning

5.1. Activity and Service Performance

In January and February, 25 non-notified consents were processed. 17 consents were processed within 20 working days and one was not. Six consents and certificates were required to be processed within 10 working days and 100% was achieved. The Simmons notified application was processed within 130 days.

5.2. Policy and Projects

5.2.1 Mackenzie Agency Alignment Project

Following Council resolution to engage the community over an independent consultant's report, the Chief Executive joined his colleagues at Mackenzie District, ECan, LINZ and DOC in both Tekapo and Christchurch to present the findings. The Mayor and two councillors attended and there was a strong local presence. The second meeting had a strong environmental-Non-Governmental Organisation (NGO) attendance. There was a good level of discussion, and overall the general view from both meetings was positive towards the report's contents. An officer steering group comprising the different agencies is considering how best to take the 25 recommendations forward for implementation.

5.2.1 Long Term Community Visioning

With a view to the interrelationship with the District Plan Review, staff from the Planning team joined Long Term Plan colleagues in attending the Community Visioning Workshops held at Palmerston, Dunback, Moeraki, Omarama, Otematata and Kurow.

5.2.2 Resource Consent Decisions Made Under Delegated Authority

Date Closed	Type	Description	Location	Target Days	Process Days
23.01.18	Land Use	Surrender of Easements	43 Tutu Hill Road, Weston	10	2
25.01.18	Subdivision	Sect 348 Row in Business 4 Zone	13-21 Industrial Place, Oamaru	10	11
16.01.18	Land Use	Establish, maintain and operate telecom	76 Double Hill Road, Herbert	10	11

Date Closed	Type	Description	Location	Target Days	Process Days
		equipment in Rural General Zone			
26.01.18	Subdivision	Sect 20 Blk XXXVII into 2 lots and amalgamation in Residential Zone	27 Ure Street, South Hill, Oamaru	20	10
15.01.18	Land Use	Update flats plan reflect existing extension to Flat 1 in Residential Zone	3 Mersey Street, South Hill, Oamaru	20	3
24.01.18	Subdivision	Subdivide Pt Sec 27 Blk III to create 3 lots in Business 3 Zone	Humber Street, Oamaru	20	13
12.01.18	Subdivision	Sect 357 appeal against Condition #7 Telephone and #9 Vehicle access	Waitaki Drive, Otematata	20	39
25.01.18	Land Use	Addition of equipment to existing facility in Rural General Zone	Duncan Road, Hampden	20	18
22.01.18	Land Use	Build dwelling on site less 3000m2 without sewerage in Township Zone	5 Rees Street, Duntroon	20	16
23.01.18	Land Use	Build dwelling in Rural Scenic and Outstanding Natural Landscape Zone	Lake Ohau Road, Lake Ohau	130	129
11.01.18	Land Use	Sect 127 Change Condition #13 Traffic issue	Parsons Road, Weston	20	14
23.02.18	Land Use	Sect 348 ROW on Lot 2 DP 376566 in favour of Lot 1 DP 376566	14 – 16 Tenby Street, Moeraki	10	10
16.02.18	Land Use	Boundary Adjustment OT7B/577 and 638659 in residential Zone	39 Oban Street, Oamaru	20	14
28.02.18	Subdivision	Sect 127 Change Conditions #8a and b Rooding Access	5 Kakanui Road, Kakanui	20	12
15.02.18	Subdivision	Sect 127 Conditions #7 Telecommunication, #5 Sewerage, #9 Rooding	34 Tenby Street, Moeraki	20	33
23.02.18	Land Use	Extend garage with side boundary setback in Residential Zone	12 North Ridge Drive, Oamaru	10	5
26.02.18	Land Use	Earthworks 2000m2 reinstate ground borrow pit in RG Zone	148 Airedale Road, Weston	10	10
20.02.18	Land Use	Build house within the side yard setback in RG Zone	87 Airedale Road, Weston	10	7

Date Closed	Type	Description	Location	Target Days	Process Days
20.02.18	Land Use	Operate commercial coffee stop serving packaged food in Rural General Zone	135 Windsor Road, Windsor	20	19
09.02.18	Land Use	Build garage 4.5metres from Road Boundary in Rural residential Zone	179 Ardgowan Road, Ardgowan	20	11
26.02.18	Land Use	Earthworks for gravel extraction in Rural General Zone	Mill Road, Palmerston	20	19
20.02.18	Land Use	Build dwelling doesn't comply with developments standards in Township Zone	Haven Street, Moeraki	20	20
23.02.18	Subdivision	Sect 127 to change condition #1 Building platform in RG Zone	Gardners Road, Oamaru	20	13
23.02.18	Land Use	Add new workshop to existing building within 2 metre road setback	40 Humber Street, Oamaru	250	16



Lichelle Guyan
Heritage, Environment and Regulatory Group Manager